18 March 1965

MACHINE DIVISION

BASIC MISSION

1. The principle mission of the Machine Division is to perform the following tasks:

    a. Establish, maintain and provide machine indexes to intelligence material held by the CIA Library, Graphics Register, FIB, Biographic Register, certain other DD/I components, and upon request perform similar services for DD/S and DD/P.

    b. Plan and develop procedures for applying photographic, mechanical, electro-mechanical and electronic data processing equipment to specific intelligence information handling problems.

    c. Photograph intelligence materials onto microfilm to ensure complete facilities in the CIA Library and provide a complete file of this film and index in Vital Materials Repository.

    d. Provide bibliographic abstracts, machine listings and statistical reports of indexed material.

    e. Conduct research and develop new equipment or modify existing equipment and machine techniques so that an efficient information handling system is maintained.

    f. Maintain and service machines or equipment which are not readily maintained under service contract.

2. The Division consists of the following major components: (See Attachment A for T/O breakdown).

    A. Programming Staff

        The Staff functions as the organization's memory unit. The personnel must be acquainted with photographic, mechanical, electro-mechanical and electronic equipment or all combinations of this equipment in the development of machine techniques and methods for information storage and retrieval processes.

BASIC MISSION (Cont'd)

It is responsible for:

(1) Planning, developing, and preparing machine techniques and methods for information storage, retrieval, and dissemination processes.

(2) Continuous reviewing and improving of existing procedures and indexing functions.

(3) Providing assistance to requesters in determining the feasibility of adapting machine methods to their activities.

(4) Developing and coordinating plans, standards, and programs designed to meet the Division's training requirements which includes the external training of IBM operators and training of all personnel in the operation and maintenance of equipment and procedures used by the Division.

B. Equipment Service Staff

Personnel in this Staff are accomplished mechanical, electrical or electronic technicians or engineers or have experience which qualifies them in one or more of these fields.

This group:

(1) Designs, constructs and tests devices related to the information handling requirements of the DDI.

(2) Modifies existing equipment to increase its efficiency.

(3) Inspects, maintains, and repairs electronic, mechanical, and photographic equipment used in the various DD/I components.

C. Microfilm Branch

This Branch is composed generally of semi-technical personnel.

The Branch is charged with:

(1) Photographing incoming intelligence materials for Agency reference collections.

BASIC MISSION (Cont's)

    (2) Developing and inspecting the film to determine quality and accuracy of photography.

    (3) Duplicating and developing two microfilm copies of incoming intelligence material for the V.M.R. and N.S.A.

    (4) Producing prints from film and other incoming material in response to requests from CIA and other IAC agencies.

    (5) Mounting or transferring the film onto aperture or actifilm cards for the CIA Library reference collection.

    (6) Producing DARE image, for source cards, and indexes to Intellofax system.

    (7) Producing Intellofax (DARE) listings of machine indexes to intelligence documents and materials.

    (8) Providing technical photographic assistance to the Equipment Service Staff for the development or modification of microfilm equipment and to the Programming Staff in the development of new microfilm techniques and applications.

D. Operations Branch

    (1) This activity creates and maintains machine indexes to intelligence materials held by OCR and other Agency components.

    (2) Services provided from these indexes are in the form of bibliographic tapes, accession lists, catalogs of materials, and also statistics, cumulative cost analysis, and accounting reports.

    (3) Tabulating card files maintained by the Branch as a service to Agency components amount to approximately 19 million cards.

19 MARCH 1965

MACHINE DIVISION
T/O (86)
(92)*
PRESENT ORGANIZATIONAL GRADE STRUCTURE

OFFICE OF THE CHIEF
1 GS-14
1 GS-13
1 GS-6
(3)

PROGRAMMING STAFF
1 GS-12
2 GS-11
1 GS-5
(4)

EQUIPMENT SERVICE STAFF
1 GS-12
2 GS-11
1 GS-9
(4)

MICROPHOTOGRAPHY BRANCH (1)
1 GS-12 INCUMBENT
SLOT (25) (31)*

INFO CONTROL SECTION
1 GS-7
1 GS-5
(2)

MICROFILM SECTION (1)
1 GS-7
(22)

DARE SECTION (6)*

PRINT UNIT
1 GS-5
3 GS-4
(10)

PHOTOLAB UNIT
1 GS-6
1 GS-5
3 GS-4
(6)

CAMERA UNIT
1 GS-5
4 GS-4
(5)

OPERATIONS BRANCH (1)
1 GS-12
(50)

SPECIAL PROJECTS SECTION (1)
1 GS-11
(12)

UNIT A
1 GS-9
1 GS-7
3 GS-5
(5)

UNIT B
1 GS-9
4 GS-5
(6)

CARD PUNCH SECTION (2)
1 GS-7
1 GS-6
(21)

DOCUMENT UNIT
1 GS-5
8 GS-4
(9)

SPECIAL UNIT
2 GS-5
8 GS-4
(10)

INTELLOFAX SECTION (1)
1 GS-11
(16)

MAINTENANCE UNIT
1 GS-9
1 GS-7
5 GS-5
(7)

REQUEST UNIT
1 GS-9
1 GS-7
6 GS-5
(8)

* TOTAL ORGANIZATION NOW 86, CURRENTLY IN TRANSITION TO REFLECT CHANGING REQUIREMENTS PLACED ON MD BY DARE OPERATION.